



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340

CHRIS CHRISTIE
Governor
Commander-in-Chief

★
MICHAEL L. CUNNIFF
Brigadier General
The Adjutant General

**STATE EMPLOYEE
VACANCY ANNOUNCEMENT NO. V21-16**

OPENING DATE: 18 July 2016 **CLOSING DATE:** 12 August 2016
(To be considered, applications must be received or post-marked by the closing date.)

POSITION: Purchasing Assistant, A16
(\$41,230.15 Starting Salary-for new hires)

NOTE: HIRE WILL BE PENDING APPROVAL OF EXEMPTION PROCESS

DUTY STATION: N.J. Department of Military and Veterans' Affairs
Fiscal Division

AREA OF CONSIDERATION: Application will be accepted from all New Jersey Department of Military and Veterans Affairs employees and outside applicants who meet the requirements listed below. Selection will be made from among the best qualified.

SELECTING OFFICIAL: Recommendation by the Director, Fiscal Division through The Deputy Adjutant General to the Director, Human Resources Division for approval.

DESCRIPTION OF POSITION: Under the direction of the Senior Buyer, receives, reviews and processes procurement documents, reviews requisitions, assigns commodity codes, determines availability under contract, solicits and documents vendor price quotes, resolves funding issues with program managers, prepares and issues purchase documents (PO), matches receiving report to invoice and PO and forwards for payment. Resolves discrepancies between goods ordered and received. Reviews previous fiscal year expenditures for assigned commodities and assists in preparation of blanket obligations for the new fiscal year. Prepares reports to aid program managers in preparing budgets and tracking expenditures during the year. Prepares purchasing related correspondence and maintains essential records and files.

BASIC QUALIFICATIONS REQUIRED:

EDUCATION:

Completion of 60 semester hours at an accredited college.

EXPERIENCE:

Two (2) years of responsible technical, clerical experience in assisting professional staff in the purchase of equipment and supplies, or in maintaining purchasing records.

NOTE: Applicants who do not possess the required sixty (60) semester hours may substitute additional experience as indicated above on a year-for-year basis.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position..

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the State of NJ on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

HOW TO APPLY:

FOR APPOINTMENT CONSIDERATION: Applicants who desire consideration must complete an "Application for Employment" and submit a cover letter, resume of experience. Completed form must be forwarded by the closing date either electronically to CareersCentral@dmava.nj.gov or by FAX to 609-530-7192 or mail to NJDMAVA (ATTN: HRD), PO Box 340, Trenton, NJ 08625-0340. Forms may be obtained from our web site at <http://www.nj.gov/military/publications/forms/ApplicationForEmployment.pdf>, the Human Resources Division or call (609) 530-7038.

EQUAL EMPLOYMENT OPPORTUNITY: Selection will be made without consideration of race, religion, sex, affectional or sexual orientation, marital status, national origin, age, lawful political or other affiliations, membership or non-membership in an employee organization, physical disability which does not prevent normal performance of duties, or other non-merit factors. In compliance with the provisions of the Americans with Disabilities Act, Public Law 101-336, a Telecommunications Device for the Deaf (TDD) has been installed at HQS NJDMAVA, Personnel. Telephone number for the hearing impaired is 609-530-6966.

DISTRIBUTION: **A, A1, A2, D, E, S**
Cemetery
Veterans Haven North, Veterans Haven South
VSO
Youth Challenge Academy, Ft. Dix